GUIDELINES AND PROCEDURES

Event Date: Saturday, June 15, 2019
Event Hours: 10 a.m.–5 p.m.

Contact Information:
Email: kaijucon@gmail.com
Phone: 213.625.0414, ext. 7700
Mailing address: JANM/KAIJU-CON
   100 N. Central Ave
   Los Angeles, CA 90012

1. APPLICATION DEADLINE: DEADLINE HAS PASSED.

2. PARTICIPATION:
   ● All product must relate in some way to the theme of Kaiju and/or Heroes.
   ● Applications may be accepted or refused at the discretion of the organizers of Kaiju-Con. After receipt of your application, you will be notified of the acceptance decision via email.
   ● Vendors who have items for sale in JANM’s Museum Store may not sell the same items at this event.

3. VENDOR SET UP/TEAR DOWN:
   ● Set Up: Friday, June 14, 2019, 11 a.m. to 5 p.m.
   ● Vendors must have their display set up by 9:30 a.m. on the day of event.
   ● Vendors are responsible for setting up/taking down their display and cleaning up their display area. Vendors may not take down their display and start packing up before 4 p.m. on Saturday, June 15, 2019.

4. TABLE AND SPACE SET UP:
   ● All table/space will be located indoors.
   ● Electrical outlets are limited. Please indicate your requirements on the Application Form. Vendor will be responsible for providing power extension cords.
   ● Vendors are responsible for setting up and decorating their own area with tablecloths, displays, and other props.
KAIJU-CON
Japanese American National Museum

- Nothing may be taped or nailed onto the walls or windows.
- Unloading and parking information will be provided upon acceptance of participation.

5. SALES:
- Vendor will be responsible for collecting and reporting sales tax for any item sold on the premises.
- Vendor will be responsible for providing customers with receipts with vendor contact information.
- Vendor must provide bags and be responsible for their own cash bank.
- Secure WI-FI will be available for credit card sales, but JANM is not responsible for issues arising from incorrect usage of WI-FI or POS systems.

6. RAFFLE PRIZE DONATION:
- We appreciate your very generous donation for our raffle.
- Please give your raffle donation to Kaiju-Con no later than 9 a.m. on June 15, 2019.
- Please staple or tape your business card or company tag with your name and phone number on your Raffle Donation Form.

7. CANCELLATION POLICY:
- Cancellations made on or before April 22, 2019, will receive full refunds.
- Cancellations made after April 22, 2019, and before May 22, 2019, will forfeit $50 per space.
- No refunds after May 22, 2019.
- Cancellations may be made by email (preferred) or phone:
  - Email: kaijucon@janm.org
  - Phone: 213.625.0414, ext. 7700